



How to Make Your JOB **Healthier**

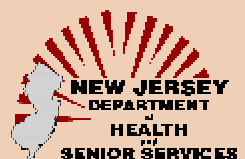


Recognizing and Controlling
Workplace Health Hazards
in New Jersey



James E. McGreevey
Governor

Division of Epidemiology, Environmental and Occupational Health



Clifton R. Lacy, M.D.
Commissioner

Revised Edition, May 2003

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Introduction to Using this Booklet

This booklet contains information on how to make your job healthier. Because it is written by occupational health experts, the focus is on **health hazards** such as exposure to chemicals, noise, radiation, extremes of heat and cold, infectious disease, poor indoor air quality, and repetitive motion. Keep in mind, however, that many of the approaches and resources covered are also applicable to **safety hazards** such as unguarded work platforms, tools, and machinery.

There are many aspects to creating a healthier workplace. As shown in the Table of Contents, we have organized the information into sixteen sections, each covering one of these aspects. These sections stand on their own since each provides complete information on a particular topic. If you need information on a particular topic, you may want to refer to that section first.



It may be useful to think of making your job healthier as a process with four major steps, as follows:

- Step 1** Identify the health hazards in your workplace
- Step 2** Identify the measures needed to control those hazards
- Step 3** Identify groups that can help you
- Step 4** Identify the actions you want to take

Common hazards and controls and applicable regulations are listed in a chart in Part 3, beginning on page 31. This is a good place to begin to identify the health problems in your workplace and the measures needed to control those hazards.



This symbol marks the parts of this booklet that will give information on how to obtain publications with further information on the subject covered in that section. Many of these can be ordered using the form on pages 41-42. Always consult our Web site at www.state.nj.us/health/eoh/odisweb for the most updated listing of our publications.

For further help in using this booklet and making your job healthier, contact the New Jersey Department of Health and Senior Services, Occupational Health Service at (609) 984-1863, Monday through Friday from 8:45 a.m. to 4:45 p.m.

Part 1

WHAT CAN WORKERS DO TOGETHER?

This part of the booklet will help you get started on what you and your coworkers can do yourselves to make your jobs healthier.

A number of strategies are presented that have been used successfully by people working together to solve health and safety problems on the job. There may be other methods or variations you want to try. Use this guide to help you start identifying and addressing problems. **READ ON!**

1. Identify the Hazards and Controls

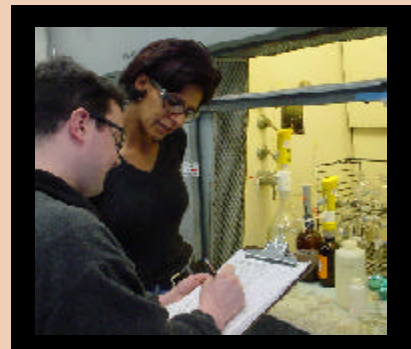
Workers may be exposed to a wide variety of health hazards on the job. Some make you sick quickly and others may take years to result in illness. All of them are preventable! Prevention involves improving working conditions, for example, better ventilation, safer chemicals, better housekeeping methods, and clean lunch and locker rooms. Prevention also involves worker education and training in how to avoid job hazards. When other controls are not possible, prevention involves personal protective equipment like respirators, gloves, and protective clothing.

Some hazards just take common sense and a sharp eye to find. Some require more investigation.

Survey your Workplace

Checklists are valuable tools to use when observing workplace conditions firsthand. Here is one you can start with. (Not all items apply to all workplaces.)

- ☐ Is the workplace kept clean?
- ☐ Is there enough lighting?
- ☐ Are there enough clean, convenient washrooms?
- ☐ Is there a clean lunchroom?
- ☐ Is there a convenient supply of clean drinking water?
- ☐ Is the workplace free of rodents and insects?
- ☐ Is there enough fresh air circulation?
- ☐ Do hazardous operations have special exhaust hoods?
- ☐ Are workers protected from skin contact with chemicals?
- ☐ Are dangerous operations isolated?
- ☐ Are the least toxic chemicals used?
- ☐ Have all workers been trained in the hazards of the chemicals they handle? Is training conducted in a language that is understood?
- ☐ Are hazardous chemicals labeled and stored safely?
- ☐ Are emergency procedures spelled out if there is a fire or chemical spill?
- ☐ Are working and walking surfaces kept clean?
- ☐ Are written safety programs in place and followed?
- ☐ Have all workers been trained in the hazards of their jobs and how to protect themselves? Is training conducted in a language that is understood?
- ☐ Is personal protective equipment (respirators, gloves, protective clothing, eye and face protection) properly selected, fitted, maintained and used?
- ☐ Are workers trained in the use, care, and limitations of personal protective equipment?
- ☐ Are there emergency eyewash and body-wash stations where chemicals that can injure the eyes and skin are handled?



These items listed in the checklist above are easy to check for in your workplace. There are also workplace safety and health regulations that pertain to most of these items. Consult the chart on pages 31-35 for applicable federal and state regulations.

A Publication with More Checklists



Checklists on health and safety program components and job hazards evaluation are included in the **free** New Jersey PEOSH (Public Employees Occupational Safety and Health) Program publication, *Guide to Effective Joint Labor/Management Safety and Health Committees*; **Internet:** www.state.nj.us/health/eoh/peoshweb/.

Start Documenting What You Find

Keep a **notebook**. Take **photos or videotapes**, if possible. Start a **file**. Begin a **resource library**. These will come in handy later on, when you actually start trying to SOLVE the problems.



Survey your Coworkers

It is important to find out how many people in your workplace have work-related health problems and how serious they are. **Survey your coworkers** to see if they know of other hazards or work-related illnesses. You can use the *Work-Related Health Problems Survey* on pages 37-38 or just start talking to other workers one-on-one.

Consult the Chart In Part 3 of this Booklet

The chart on pages 31-35 lists common health hazards, control measures, and applicable Federal OSHA (Occupational Safety and Health Administration) and New Jersey PEOSH regulations. The chart may help you to identify hazards and controls for your own workplace.

Use the Internet



You can access the Internet at public libraries if you don't have a personal computer at home. The Internet is a great source of information about occupational safety and health. But you need to know where to go or you can spend hours trying to find what you are looking for. Before you begin to search on the Internet, consult *A Guide to Health and Safety Information on the Internet* at www.nycosh.org/www-intro.html.



2. Examine Health and Safety Records

Usefulness of Records

Health and safety records that most employers are required to keep are a basic resource for workers to find out whether exposures, injuries, or illnesses are occurring in their workplace. These records can point to hazardous areas or to individual workers who may need to seek medical help or to pursue a Workers' Compensation claim.

Under federal and state laws, workers and unions have the right to examine and copy, at no charge, health and safety records, including:

◆ OSHA Injury and Illness Records

Work-related injury and illness cases must be recorded within seven calendar days if they result in death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. These records must be kept for five years.

Employers with 10 or fewer employees during all of the last calendar year or employers classified in a specific low-hazard retail, service, finance, insurance, or real estate industry do not need to keep these records unless OSHA or the Bureau of Labor Statistics informs them in writing that they must do so.

These records include:


- **The “OSHA 300 Log of Work-Related Injuries and Illnesses”**

This log lists injuries and illnesses, and tracks days away from work, restricted, or transferred. Access must be given by the end of the next business day after a request. The log includes employee names, except for “privacy concern cases” such as contracting HIV/AIDS.

OSHA's Form 300

Log of Work-Related Injuries and Illnesses

Attention! This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved 5475-10-10174

Establishment name XYZ Company
City Anytown State ABC

Identify the person		Describe the case		Classify the case		Days away from work		Job transfer or restriction		Medical treatment beyond first aid		Loss of consciousness		Check the "Injury" column if case is of this type	
(A) Case no.	(B) Employee's name	(C) Job title (e.g., welder)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock work area)	(F) Describe injury or illness, parts of body affected, and object or substance that directly injured or caused person ill (e.g., Forward Agrees to use right forearm from conveyor belt)	(G) Injury or illness	(H) Days away from work	(I) Job transfer or restriction	(J) Medical treatment beyond first aid	(K) Loss of consciousness	(L) Check the "Injury" column if case is of this type	(M) Check the "Injury" column if case is of this type	(N) Check the "Injury" column if case is of this type	(O) Check the "Injury" column if case is of this type	(P) Check the "Injury" column if case is of this type
1	Mark Biggs	Welder	5 / 25	Warehouse	fracture, left arm and left leg, fell from ladder	<input checked="" type="checkbox"/>	12 days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Stella Alconquer	Forney man	7 / 2	loading dock	poisoning from food storage	<input checked="" type="checkbox"/>	30 days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Sam Tucker	Electrician	8 / 15	2nd floor room	burns left foot, fell over box	<input checked="" type="checkbox"/>	7 days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Ralph Bonilla	Labster	9 / 17	packaging dept	Back strain lifting boxes	<input checked="" type="checkbox"/>	3 days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Terrell Daniels	Machine op	10 / 23	production floor	dust in eye	<input checked="" type="checkbox"/>	days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- *The OSHA 301 Injury and Illness Incident Report*
This report (or an equivalent Workers' Compensation or insurance form) provides details about the incident. Access must be given by the end of the next business day after a request by employees, former employees, or personal representatives (any person the employee or former employee designates in writing). Union representatives receive only the "Tell us about this case" section of the report within seven working days after a request, unless they are designated as a personal representative. The report includes employee names, except for "privacy concern cases."
- *The OSHA 300A Summary of Work-Related Injuries and Illnesses*
This summary shows totals for the year in each category. It does not include employee names. *This summary must be posted in a noticeable place in the workplace from February 1 to April 30 each year.*

◆ Exposure Records

These include industrial hygiene sampling data, Material Safety Data Sheets (MSDSs), lab tests that directly assess the absorption of a substance or agent by body systems, and any other record that reveals the identity of a toxic substance or harmful physical agent. Access must be given within 15 working days after a request. Exposure records must be kept by the employer for 30 years.

◆ Medical Records

These include anything relevant to the worker, including medical questionnaires, results of exams and medical opinions, and recommendations. Access to the medical records of a particular worker may be provided only with the specific written consent of that worker. Access must be given within 15 working days after a request. Medical records must be kept by the employer for 30 years.

If You Have Trouble Getting Records

If injury and illness records are not complete and accurate, or if access is denied or delayed longer than the allowed period of time, a complaint to OSHA (for private sector employees) or PEOSH (for public sector employees) may be filed. See Section 13 beginning on page 25 for information on how to file a complaint.

Publications with More Information



Recordkeeping—It's New, It's Improved, It's Easier, OSHA Publication 3169

Access to Medical and Exposure Records, OSHA Publication 3110

OSHA Publications Office

Phone: (202) 693-1888

Internet: www.osha.gov, go to "News Room" heading and select "Publications." OSHA reporting forms and publications can be printed out from this site. One copy of up to five OSHA publications can be ordered from the Internet. On the "Publications Page," select "Online Publications Order Form."



Recordkeeping Guidelines for the Log and Summary of Occupational Injuries and Illnesses (for public employers)

New Jersey Department of Labor

Phone: (609) 292-7036 and (609) 633-3896

Internet: www.state.nj.us/labor/lasse/lspeosh.html

3. Identify Toxic Substances Using Right To Know Information

Some chemicals can be seen in the air or have a smell. Others can harm you without any odor or visible sign. Often, workers get used to the smell of chemicals and cannot detect them even at high levels. You need to find out what chemicals are being used in your workplace and become familiar with their potential hazards.

Private Sector Employees

The *OSHA Hazard Communication Standard* gives you access to information on chemical hazards if you work in private industry.

The standard requires that your employer:

- Label hazardous chemicals,
- Have *Material Safety Data Sheets (MSDSs)* (see description on page 11) available to potentially exposed workers during the workshift,
- Train all workers who are potentially exposed to hazardous chemicals at the time of their initial assignment, new assignment, or introduction of a new hazardous substance, and
- Have a written *Hazard Communication Program* that includes plans to do the three items listed above, plus maintain a list of hazardous chemicals in that specific workplace.



The four OSHA Area Offices in New Jersey, listed on page 26, enforce the *Hazard Communication Standard*.

Chemical inventories in private workplaces are made available under the *New Jersey Worker and Community Right to Know Act*. These inventories list hazardous chemicals stored, produced, or used on-site at many workplaces. “Community Right to Know” is enforced by the New Jersey Department of Environmental Protection (NJDEP). Contact information is given on page 10.

Public Sector Employees

If you work for a state, county, or municipal agency or a public or charter school, state law covers you. Under the *New Jersey Worker and Community Right to Know Act*, workers have the right to:

- Find out what toxic substances are used or stored in their workplace,
- Know the names and hazards of hazardous substances to which they are exposed or potentially exposed,
- Have all containers labeled in the workplace, and
- Receive training about how to properly handle toxic substances.

The law provides that your employer must give you a copy of the *Right to Know Survey*, *Hazardous Substance Fact Sheets*, and *Material Safety Data Sheets*. They must also give you the names of any chemicals in inadequately labeled containers within five working days of a written request. If you are not given the information within five days, you can refuse to work with the substances until you do receive the information. The New Jersey Department of Health and Senior Services (NJDHSS) enforces the public workplace provisions of the *New Jersey Worker and Community Right to Know Act*.

To Find Out the Names of Hazardous Chemicals Used in Your Workplace

Public Sector - Request a copy of the *Right to Know Survey* from:

NJDHSS, RTK Program

PO Box 368

Trenton, NJ 08625-0368

Phone: (609) 984-2202

E-mail: rtk@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/rtkweb

Private Sector - Request copies of the *Community Right to Know Survey* and *EPA Form R* from:

NJDEP, Bureau of Chemical Release Information and Prevention

PO Box 405

Trenton, NJ 08625-0405

Phone: (609) 292-6714

Internet: www.state.nj.us/dep/enforcement/relprev/crtk

Publications with More Information



Chemical Hazard Communication, OSHA Publication 3084

OSHA Publications Office

Phone: (202) 693-1888

Internet: www.osha.gov, go to "News Room" heading and select "Publications." OSHA reporting forms and publications can be printed out from this site. One copy of up to five OSHA publications can be ordered from the Internet. On the "Publications Page," select "Online Publications Order Form."



You Have the Right to Know about Hazardous Substances in your Workplace and Community

NJDHSS RTK Program

Phone: (609) 984-2202

Internet: www.state.nj.us/health/eoh/rtkweb
or use the order form on pages 41-42 of this booklet.
This publication is also available in Spanish.

4. Learn about the Hazards of Toxic Chemicals

Once you have obtained the names of the toxic chemicals you may potentially be exposed to, you need to find out what health hazards they can potentially cause. *Material Safety Data Sheets (MSDSs)* and *Hazardous Substance Fact Sheets (HSFSs)* will be useful.

An Important Difference between MSDSs and HSFSSs

Note that an *MSDS* gives toxicity information for a *product* that is often a mixture of several individual chemicals. *HSFSs* are for individual chemicals. You will probably need several *HSFSs* for any product that is a mixture, one for each ingredient.



Material Safety Data Sheets (MSDSs)

If you have an *MSDS*, it will give you some information on the health hazards of the **product**. *MSDSs* are written by chemical manufacturers, should contain a list of hazardous ingredients, and may contain the percentage of each ingredient in the product. Ingredients may be missing if they are considered a trade secret. The OSHA Hazard Communication standard provides for limited disclosure of trade secrets to health professionals who are treating exposed employees and employees who sign confidentiality agreements. Frequently, *MSDSs* provide incomplete information on the long-term health effects of exposure. The manufacturer can be asked to provide missing information. A useful Internet site for additional information on chemical hazards is www.cdc.gov/niosh/chemsfpg.html.

Hazardous Substance Fact Sheets (HSFSs)

To get more complete information on *specific chemicals*, you can obtain New Jersey Department of Health and Senior Services (NJDHSS) *HSFSs* which are available in English for more than 1,550 chemicals and in Spanish for more than 340 chemicals. These fact sheets are available from NJDHSS on the Internet, from your Right to Know County Lead Agency, or from your public employer. They are also available in hard copy from the NJDHSS Right to Know Program. Up to ten fact sheets in hard copy are **free**; there is a small charge for more than ten.

NJDHSS RTK Program

Phone: (609) 984-2202

Internet: www.state.nj.us/health/eoh/rtkweb/rtkhsfs.htm

A Publication with More Information



Description of a Hazardous Substance Fact Sheet
NJDHSS RTK Program

Phone: (609) 984-2202

Internet: www.state.nj.us/health/eoh/rtkweb

Or use the order form on pages 41-42 of this booklet.

This publication is also available in Spanish.

5. Work with Your Coworkers and Use Your Union

Sit down with your coworkers and the union, if you have one, to determine what health and safety problems are of most concern and what solutions can solve them. *Don't work alone!* Once you have a strategy planned, talk it over with other workers who might also be affected.

There might be obstacles, so keep in mind that getting better working conditions is hard work and can take a long time. Keep your main goal in sight, but remember there are many small victories that make up the final goal. Keep your spirits up along the way!

If you have a union, use its resources! If there is a union newsletter, start a regular health and safety column. International unions frequently have health and safety staff you can speak to and/or publications you can obtain at no charge (see contact information below). You can also use your union's grievance procedure to try to resolve problems.



New Jersey State Federation of Labor, AFL-CIO

106 West State Street

Trenton, NJ 08608

Phone: (609) 989-8730

Internet: www.njafclcio.org

New Jersey Industrial Union Council (IUC)

1589 Lambertson Road

Trenton, NJ 08611-3517

Phone: (609) 695-1331

Negotiate Health and Safety Contract Language

If you have a union, health and safety contract language can help resolve problems faster! The union can negotiate:

- Rights for the health and safety committee to inspect the workplace, to meet regularly with management, and to allow time off to investigate problems.
- The right for workers to refuse hazardous work.
- More protective standards for chemical exposure.
- A special, faster grievance procedure to resolve health and safety complaints.

Health and safety contract language is not always easy to obtain. Work with your union in setting occupational health and safety priorities. It helps if you have paved the way for good contract language by educating your coworkers about health and safety hazards, the problems you have had in solving them, and how the contract language would help to make it easier to get problems solved.



Publications with More Information



Contract Language for a Safe and Healthy Workplace

New Jersey Work Environment Council

Phone: (609) 695-7100

Internet: www.njwec.org



Using Collective Bargaining to Promote Safety and Health

NYCOSH (New York Committee on Occupational Safety and Health)

Phone: (212) 627-3900

Internet: www.nycosh.org



Collective Bargaining for Health and Safety — A Handbook for Unions

2000 edition, 24 pages, \$20.00

University of California at Berkeley, Labor Occupational Health Program

Phone: (510) 642-5507

Internet: <http://socrates.berkeley.edu/~lohp/>

6. Talk with Management

If you believe that management will be open to your suggestions, you should alert them about hazardous conditions first, along with possible solutions that you have developed. *Don't work alone!* You and other coworkers may want to approach the manager in charge of health and safety for the workplace first. He or she may have a better appreciation of health and safety issues than other managers.

It may help to:

- remind management that preventing injuries and illnesses may save them money in Workers' Compensation costs and lost time.
- give management some concrete solutions for solving problems, showing them the facts you have found in your research.
- remind management they can be fined by OSHA or PEOSH if they fail to comply with health and safety regulations.

When discussing how to control hazards, remember that personal protective equipment such as respirators and earplugs should be used only as temporary remedies until permanent controls can be put into place. Don't let them be used as a substitute for engineering controls – such as local exhaust ventilation – unless such controls are not possible. But if you do wear personal protective equipment, make sure you are trained to wear it properly.



Use the Chart of Hazards, Controls, and Regulations on pages 31 to 35 in Part 3 of this booklet to help you figure out solutions and applicable regulations.

7. Form a Health and Safety Committee

Local committees are important for a good workplace health and safety program. These committees should keep day-to-day watch on workplace conditions, identifying and resolving problems before they become serious. They provide valuable help to employers and workers in finding and fixing problems. To be effective, however, they need support, since their many duties require time and money.



A health and safety committee can:

- include workers and management.
- be a union-only committee appointed or selected by union procedures.
- be an informal group of workers in a non-union workplace.

Interested members are crucial to a successful committee. All committee members need not be experts in health and safety; interest and concern about this issue are far more important. An understanding of technical and scientific information can be acquired in the course of the committee work.

Committees help to:

- get people together on problems.
- select the problems to work on first.
- decide how to present problems to management.

Committees can:

- educate workers and managers.
- inspect the workplace.
- investigate accidents.
- survey workers and managers.
- look at company records on health and safety.
- identify resources.
- keep records.

Publications with More Information



- *Joint Labor-Management Health and Safety Committees*



- *Guide to Effective Joint Labor/Management Safety and Health Committees*

NJDHSS PEOSH Program

Phone: (609) 984-1863

Internet: www.state.nj.us/health/eoh/peoshweb

or use the order form on pages 41-42 of this booklet.

Part 2

WHAT OUTSIDE HELP IS AVAILABLE TO WORKERS?

This part of the booklet will help you identify government and other groups that help workers make their jobs healthier.

8. Obtain Medical Care for Sick Workers

Sometimes you suspect a workplace condition is causing problems because people are getting sick. It is quite possible that people are sick from a hazardous exposure or a factor related to the job if any of these situations exist:

- People have symptoms only during work.
- Symptoms clear up on weekends and vacations.
- Many of the people at the same job have the same symptoms.

Asking workers to complete the *Work-Related Health Problems Survey* on pages 37-38 and compiling the results can help to determine if any of these is the situation.

Sick workers should see a doctor. They should tell the doctor they suspect their problems are work-related. If possible, they should show the doctor the *MSDSs* or *HSFSs* on the chemicals they work with.



If a doctor determines that a worker has a health problem that is caused by or made worse by work, he or she is required to submit an *Occupational Disease and Injury Report for Physicians* to the New Jersey Department of Health and Senior Services. The purpose of this report is to allow the Department to alert the employer that an exposure hazard exists at their workplace and assure that measures are taken to prevent other workers from becoming ill. Reporting forms are available by calling (609) 984-1863 or by downloading a copy at our Internet Web site at www.state.nj.us/health/eoh/survweb. You might want to give your physician a copy of the reporting form and ask him or her to fill it out and mail it in. A sample reporting form is printed on page 39; visit our Web site for the most updated version.

In case of a chemical poisoning, call:

New Jersey Poison Information and Education System (NJPIES)

Stanley Bergen Building

65 Bergen Street

Newark, NJ 07107

Phone: (800) 222-1222

Internet: www.njpies.org

Finding a Physician

There are physicians in and around New Jersey who specialize in the evaluation of individuals exposed to chemicals, noise, heat, and other hazards on the job. If you suspect a health problem is work-related, they can help. A list of these doctors is on page 18; an updated list is available at www.state.nj.us/health/eoh/survweb. In addition, there may be other physicians in the State equally qualified.

Physicians* in New Jersey Specializing in Occupational & Environmental Illness

(in alphabetical order by location)

CHERRY HILL

Elissa Ann Favata, M.D., Environmental & Occup. Health Associates, PA, South Jersey Medical Center, 1401 Route 70 East, Suite 14, Cherry Hill, NJ 08034; (856) 216-1100; efavata@attglobal.net

EDISON

George J. Mellendick, M.D., Levinson Plaza, Suite 410, Two Lincoln Highway, Edison, NJ 08820; (732) 906-0016; george.j.mellendick@pfizer.com

EDISON

Joy S. Shastri, M.D., Concentra Medical Centers, 135 Raritan Center Parkway, Edison, NJ 08837; (732) 225-5454; joy_shastri@concentra.com

MAPLEWOOD

Peter Blumenthal, M.D., Concentra Medical Centers, 22 Oakview Ave, Maplewood, NJ 07040; (973) 761-0875; nj.occdoc@aol.com

MERCERVILLE

Martin J. Scott, D.O. and Silvestro Lijoi, D.O., 8 Quakerbridge Plaza, Medical Arts Building, Mercerville, NJ 08619-1953; (609) 890-6363; mjscott@pol.net and drsillijoi@yahoo.com

MORRISTOWN

Rachel Leibu, M.D., Morristown Memorial Hospital, Occupational Medicine Service, 100 Madison Ave, Morristown, NJ 07692; (973) 971-5440 or (908) 522-2243; rachel.leibu@ahsys.org

MORRISTOWN

Jan Schwarz-Miller, M.D., Morristown Memorial Hospital, Occupational Medicine Service, 100 Madison Ave, Morristown, NJ 07692; (973) 971-5440; jan.schwarz-miller@ahsys.org

NEWARK

Lawrence Budnick, M.D., New Jersey Medical School, Occupational Medicine Service, Stanley Bergen Bldg, 65 Bergen St, Suite GA-167, Newark, NJ 07101; (973) 972-2900; budnicla@umdnj.edu

NEWARK

Steven Marcus, M.D., New Jersey Poison Information & Education System, Stanley Bergen Bldg, 65 Bergen St, Newark, NJ 07107; (800) 222-1222; smarcus@njpies.org

PISCATAWAY

Michael Gochfeld, M.D., Clinical Center for Environmental & Occupational Health at EOHSI, RWJ Medical School, 170 Frelinghuysen Rd, Piscataway, NJ 08854; (732) 445-0123, ext. 600; gochfeld@eohsi.rutgers.edu

PISCATAWAY

Howard Kipen, M.D., Clinical Center for Environmental & Occupational Health at EOHSI, RWJ Medical School, 170 Frelinghuysen Rd, Piscataway, NJ 08854; (732) 445-0123, ext. 600; kipen@eohsi.rutgers.edu

PISCATAWAY

Iris Udasin, M.D., Clinical Center for Environmental & Occupational Health at EOHSI, RWJ Medical School, 170 Frelinghuysen Rd, Piscataway, NJ 08854; (732) 445-0123, ext. 600; udasin@eohsi.rutgers.edu

RIVER EDGE

Susan M. Daum, M.D., Environmental & Occupational Medicine, 130 Kinderkamack Rd, PO Box 4337, River Edge, NJ 07661; (201) 487-7337; sdaum1@earthlink.net

SECAUCUS

William G. Pagano, M.D., Concentra Medical Centers, 405 County Ave, Secaucus, NJ 07094; (201) 319-0952, ext. 152; william_pagano@concentra.com

TRENTON

Gouri S. Atri, M.D., The Corporate Health Center, A Service of Capital Health System, 832 Brunswick Ave, Trenton, NJ 08638; (609) 695-7471; gatri@chhsnjji.org

WESTWOOD

Martha Maso, M.D., Westwood Dermatology Group, 390 Old Hook Rd, Westwood, NJ 07675; [phone: \(201\) 666-9550](tel:(201)666-9550); [fax: \(201\) 666-1251](tel:(201)666-1251)

The New Jersey Department of Health & Senior Services does not authorize, certify, or otherwise endorse these or other clinical facilities for evaluating occupational illness in New Jersey.

** All Board Certified in Occupational Medicine except Dr. Marcus of the NJ Poison Information & Education System who is Board Certified in Toxicology, and Dr. Budnick of the New Jersey Medical School who is Board Certified in Preventive Medicine.*

9. Seek Compensation for Job-Related Illness

Most workers who have been injured or made sick on the job are entitled to Workers' Compensation to cover lost wages and medical expenses. Death benefits are provided to surviving spouses and dependent children of workers who are killed on the job. If an employer does not voluntarily pay Workers' Compensation, individuals may file a claim by calling the Division of Workers' Compensation listed below.



A helpful booklet entitled *A Workers' Guide to the New Jersey Workers' Compensation Law* is available from Rutgers Labor Education Center at (732) 932-9502, or by using the order form on pages 41-42 of this booklet.

Division of Workers' Compensation

New Jersey Department of Labor

PO Box 381

Trenton, NJ 08625

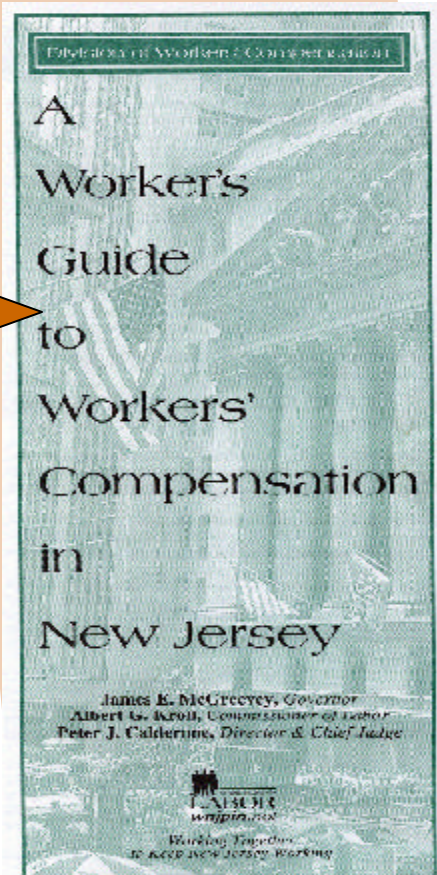
Phone: (609) 292-2515

E-mail: dwc@dol.state.nj.us

Internet: <http://www.nj.gov/labor/wc/wcindex.html>



Request the free publication,
*A Worker's Guide to Workers'
Compensation in New Jersey.*



Referrals to Workers' Compensation Attorneys
Contact one of the following:

- Your **County Bar Association**
- **Association of Trial Lawyers of America —New Jersey**
Phone: (609) 396-0096
Internet: www.atlanj.org
- **Association of Trial Lawyers of America, Lawyer Referral Service**
Phone: (800) 367-0089

Asbestos Victims

If a worker has been exposed to asbestos products manufactured by the Manville Corporation, he or she may be eligible for financial compensation from the *Manville Personal Injury Trust*.

Phone: (703) 204-9300

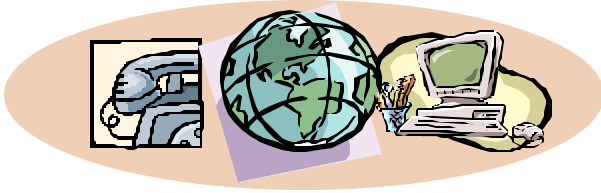
Internet: www.mantrust.org

A Publication with More Information



Asbestos Disease: Medical and Legal Facts for Employees
NJDHSS, Occupational Health Surveillance Program
Phone: (609) 984-1863
or use the order form on pages 41-42 of this booklet.

10. Use the Telephone, Internet or E-mail to Obtain Information



For Private Sector Employees

NJDHSS Occupational Health Surveillance Program

Phone: (609) 984-1863

E-mail: surveillance@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/survweb

Federal OSHA (Occupational Safety and Health Administration)

Phone: (800) 321-OSHA (6742)

Internet: www.osha.gov



For Public Sector (State, County, Municipal) Employees

NJDHSS PEOSH Program – health issues

Phone: (609) 984-1863

E-mail: peosh@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/peoshweb

NJDOL Office of Public Employees' Occupational Safety & Health – safety issues, recordkeeping, and discrimination complaints

Phone: (609) 633-3896, (609) 292-7036

(800) 624-1644

E-mail: rbellaro@dol.state.nj.us

Internet: www.state.nj.us/labor/lsse/lsshinfo.html

NJDHSS RTK Program – Right To Know Survey, labeling, HSFs, central file, poster, and training

Phone: (609) 984-2202

E-mail: rtk@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/rtkweb

For All Employees

Federal NIOSH

Phone: (800) 356-4674

E-mail: pubstaf@cdc.gov

Internet: www.cdc.gov/niosh/inquiry.html

Federal EPA (Environmental Protection Agency)

Indoor Air Quality Information Clearinghouse

Phone: (800) 438-4318

Internet: www.epa.gov/iaq

EOHSI Resource Center (Environmental and Occupational Health Sciences Institute at Rutgers, The State University of New Jersey, and University of Medicine and Dentistry of New Jersey)

Phone: (732) 445-0110

E-mail: rc@eohsi.rutgers.edu

Internet: www.eohsi.rutgers.edu/rc/index.html

American Cancer Society

Phone: (800) 227-2345

Internet: www.cancer.org

Pesticide Regulation

NJ Department of Environmental Protection

Phone: (609) 984-6507

E-mail: pcpc@dep.state.nj.us

Internet: www.state.nj.us/dep/enforcement/pcp

Drinking Water Regulation

NJ Department of Environmental Protection

Phone: (609) 292-5550

Internet: www.state.nj.us/dep/watersupply/safedrnk.htm

Radiation Protection

NJ Department of Environmental Protection

Phone: (609) 984-5636

E-mail: rrp@dep.state.nj.us

Internet: www.state.nj.us/dep/rpp/index.htm

Smoking Information

- ***NJ Department of Health and Senior Services***
Phone: (609) 984-3314
(866) NJ-STOPS [(866) 657-8677]
Internet: www.quitnet.com
- ***American Lung Association***
Phone: 1-800-586-4872
E-mail: info@lungusa.org
Internet: www.lungusa.org
- ***CDC (Federal Centers for Disease Control and Prevention)***
Office on Smoking and Health
Phone: (800) CDC-1311 [1-800-232-1311]
Internet: www.cdc.gov/tobacco

11. Obtain Educational Materials and Training

Education can help people understand how serious job hazards are, how they can be controlled, and how to decide what problems should be addressed first. Education also helps provide the information about hazards and controls to make a stronger case for improvements.

The groups listed below provide a variety of educational materials and programs.

OSHA Publications

200 Constitution Ave., NW
Washington, D.C. 20210
Phone: (202) 693-1888
Internet: www.osha.gov

NIOSH Publications

4676 Columbia Parkway
Cincinnati, Ohio 45226
Phone: (513) 533-8287
(800) 356-4674
E-mail: pubstaft@cdc.gov
Internet: www.cdc.gov/niosh

OSHEP - The Occupational Training and Education Consortium

School of Management and Labor Relations
Rutgers, The State University of New Jersey
50 Labor Center Way
New Brunswick, NJ 08901-8553
Phone: (732) 932-6926
E-mail: oshep@rci.rutgers.edu
Internet: www.rci.rutgers.edu/~oshep/

OSHEP works with employers, workers, and unions to develop innovative and effective safety and health training programs that reduce injuries and strengthen the systems of safety in the workplace. OSHEP provides health and safety training in Spanish, and also provides organizations with customized programs in Spanish.

New Jersey Work Environment Council (WEC)

142 West State St - Third Floor
Trenton, NJ 08608
Phone: (609) 695-7100
Fax: (609) 695-4200
E-mail: info@njwec.org
Internet: www.njwec.org

WEC advocates for safe, secure jobs and a healthy, sustainable environment. To achieve these goals, WEC is organized into an alliance of working people, unions, environmental and community organizations. WEC also provides technical assistance and training.



Centers for Education and Training (CET)

University of Medicine and Dentistry of New Jersey-School of Public Health
317 George Street, Plaza II, 2nd Floor
New Brunswick, NJ 08901

Phone: (732) 235-9450

Internet: <http://www2.umdnj.edu/ophpweb/>

CET offers a variety of publications and training courses, including asbestos and lead removal, and noise control and hearing conservation.

New Jersey State Safety Council

6 Commerce Drive
Cranford, New Jersey 07016-3597

Phone: (908) 272-7712

Internet: www.njsafety.org

PHILAPOSH

Philadelphia Area Project on Occupational Safety and Health
3001 Walnut Street, 5th Floor
Philadelphia, PA 19104

Phone: (215) 386-7000

Internet: www.philaposh.org

NYCOSH

New York Committee on Occupational Safety and Health
275 Seventh Avenue, 8th Floor
New York, NY 10001

Phone: (212) 627-3900

Internet: www.nycosh.org

Training for Public Employers and Employees

NJDHSS PEOSH Program – health issues

Phone: (609) 984-1863

E-mail: peosh@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/peoshweb

NJDOL Occupational Safety and Health Training Unit – safety issues, recordkeeping, and discrimination complaints

Phone: (609) 633-2587

E-mail: rbellaro@dol.state.nj.us

Internet: www.state.nj.us/labor/lssc/lspbosh.html

NJDHSS RTK Program – Right To Know Survey

PO Box 368
Trenton, NJ 08625-0368

Phone: (609) 984-2202

E-mail: rtk@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/rtkweb

12. Encourage the Employer to Request Free On-site Consultation

Occupational Health & Safety Consultation

You can ask management to take advantage of free health and safety on-site consultation that is paid for by the federal government. Such consultation is available to both public and private sector employers in New Jersey.

OSHA and PEOSH Consultation help employers develop methods of hazard control that meet OSHA and PEOSH requirements. To participate in the program, an employer must agree to correct, in a timely manner, all serious workplace hazards noted by the consultant. Employee involvement in site visits is required, and the results must be shared with employees through notices posted in the workplace.



Private Sector Employers

Occupational Safety & Health On-site Consultation Program, New Jersey Department of Labor

PO Box 953

Trenton, NJ 08625-0953

Phone: (609) 292-0404 – **safety issues**
(609) 984-0785 – **health issues**

Internet: www.state.nj.us/labor/lse/lsonsite.htm

Internet: www.osha.gov, under “Outreach”

Insurance Company Consultation

Many Workers' Compensation insurance companies offer their insured private sector employers free onsite consultation on OSHA compliance issues. You can suggest that management take advantage of such services.

Public Sector Employers

Occupational Safety & Health On-site Consultation Program, New Jersey Department of Labor

Phone: (609) 984-1389 – **safety issues**

Internet: www.state.nj.us/labor/lse/lsonsite.html

PEOSH Consultation Services, New Jersey Department of Health and Senior Services

Phone: (609) 984-1863 – **health issues**

Internet: www.state.nj.us/health/eoh/peoshweb/peoshcon.htm

13. Request a Workplace Inspection

Federal OSHA is the Federal Occupational Safety and Health Administration that sets and enforces job safety and health regulations for private sector and U.S. Postal Service employees.

NJ PEOSH is the New Jersey Public Employees Occupational Safety and Health Program which provides protection similar to OSHA for State, county, municipal, and public school employees in New Jersey.

OSHA and NJ PEOSH inspections will be most useful if there is a clear violation of one of their standards. **Use the chart on pages 31-35 in Part 3 of this booklet to determine what occupational health regulations may be violated in your workplace.**

Before You File a Complaint

Before filing a complaint, talk to your union, if you have one, and bring hazardous conditions to your employer's attention. A complaint to OSHA or PEOSH should only be filed when you know that the hazards you intend to complain about are actually covered by OSHA/PEOSH standards. Consult the Hazards, Controls, and Regulations Chart in Part 3 of this booklet and call your local OSHA/PEOSH office to confirm.

What's Regulated and What's Not

OSHA and PEOSH standards do not cover every hazard. For example, there are no OSHA or PEOSH regulations on extreme temperatures or stress. OSHA has no standard on indoor air quality; however, PEOSH does. Complaining about hazards without regulations may not be useful unless conditions are extremely poor and the General Duty Clause may be applicable.

General Duty Clause

OSHA and PEOSH both have **General Duty Clauses** that require employers "to provide safe and healthful working conditions for every working man and woman." These clauses can sometimes be used by OSHA and PEOSH to force changes in extremely unsafe conditions that are making workers sick even when there is not a specific standard. In these situations, a NIOSH Health Hazard Evaluation may also be requested (see Section 14 on page 28).

Chemical Regulations

OSHA and PEOSH have limits on air contamination for 500 - 600 common industrial chemicals (out of about 1/4 million that are in U.S. workplaces). Most of the chemical limits are set to prevent acute disease rather than long-term risks like cancer and lung disease. These chemical limits are **legal** limits, but not necessarily **protective enough** because they are often not based on the best or most recent available scientific information and consider economic and technical feasibility as well as health effects. It is important to remember that all chemical exposures should be reduced as low as possible, especially if workers report health complaints or symptoms of exposure. For more information, see *Controlling Chemical Exposure in the Workplace – Industrial Hygiene Fact Sheets*, available free by calling (609) 984-1863 or by using the order form on pages 41-42, or on the Internet at www.state.nj.us/health/eoh/survweb/ihfs.pdf.



How to File a Complaint

If you want an on-site inspection, you must put your complaint in writing and sign the complaint form. If you don't sign, OSHA or PEOSH are unlikely to schedule an on-site inspection. OSHA and PEOSH will not reveal your name to your employer unless you give your permission. Give details of each problem including what hazards people are exposed to, the number of exposed workers, their job titles and any health problems they are experiencing. Give exact locations of hazards by building, floor, and department.

Filing a Complaint Using the Internet

You can file a complaint using the OSHA Worker's Page at their Web site. However, most complaints filed this way will not result in an actual on-site inspection, but will be handled by OSHA by phone or fax. Go to www.osha.gov and then select Worker's Page.

When to File a Complaint

OSHA or PEOSH can be useful if you can't get management to correct problems and there is a clear violation of OSHA/PEOSH standards. However, you can't expect these agencies to solve all your problems. Work with them as part of your overall health and safety program improvement efforts.

Private Sector Enforcement

Occupational Safety and Health Administration (OSHA)

www.osha.gov

OSHA, Avenel Area Office

Phone: (732) 750-3270

Serves Hunterdon, Middlesex, Somerset, Union, and Warren Counties.

OSHA, Marlton Area Office

Phone: (856) 757-5181

Serves Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Monmouth, Ocean, and Salem Counties.

OSHA, Parsippany Area Office

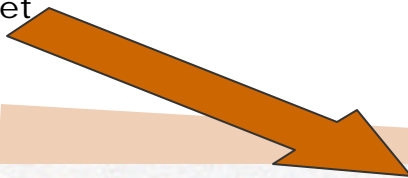
Phone: (201) 263-1003

Serves Essex, Hudson, Morris, and Sussex Counties.

OSHA, Hasbrouck Heights Area Office

Phone: (973) 288-1700

Serves Bergen and Passaic Counties.



U. S. Department of Labor
Occupational Safety and Health Administration

Notice of Alleged Safety or Health Hazards

Establishment Name		Complaint Number	
Site Address		Site Phone	
Mailing Address		Mail Phone	
Management Official		Mailing Telephone	
Type of Business			
HAZARD DESCRIPTION (NOTE: Do not leave this section blank. Indicate the approximate number of employees exposed to the hazard, the nature of the hazard, the standard violated, and the type of violation.)			
Has this condition been brought to the attention of:		Employer <input type="checkbox"/> Other Government Agency (specify)	
Please Indicate Your Desire:		<input type="checkbox"/> Do NOT reveal my name to my Employer My name may be essential to the Employer	
The undersigned believes that a violation of the Occupational Safety and Health Act exists which is a safety or health hazard to the establishment named in this form.		(Mark "X" in ONE box) <input type="checkbox"/> Employee <input type="checkbox"/> Federal Safety and Health Committee <input type="checkbox"/> Representative of Employees <input type="checkbox"/> Other (specify)	
Complainant Name		Telephone	
Address (street, city, state, zip)			
Signature		Date	
If you are an authorized representative of an employer affected by this complaint, please state the name of the organization and your position and title:			
Organization Name		Your Title:	

OSHA (309) 5-1000

Public Sector Enforcement

NJDHSS PEOSH Program – health issues

Phone: (609) 984-1863

E-mail: peosh@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/peoshweb

NJDOL Office of Public Employees' Occupational Safety & Health – safety issues, recordkeeping, and discrimination complaints

Phone: (609) 633-3896, (609) 292-7036
(800) 624-1644

E-mail: rbellaro@dol.state.nj.us

Internet: www.state.nj.us/labor/lse/lseosh.html

NJDHSS RTK Program – Right To Know Right To Know Survey, labeling, central file, poster, and training

Phone: (609) 984-2202

E-mail: rtk@doh.state.nj.us

Internet: www.state.nj.us/health/eoh/rtkweb

Publications with More Information



OSHA Inspections, OSHA Publication 2098
OSHA Publications Office

Phone: (202) 693-1888

Internet: www.osha.gov, go to "News Room" heading and select "Publications." OSHA reporting forms and publications can be printed out from this site. One copy of up to five OSHA publications can be ordered from the Internet. On the "Publications Page," select "Online Publications Order Form."



- *When to Call OSHA*
- *How to File a Complaint with OSHA*
- *The OSHA Inspection*



New Jersey Work Environment Council

Phone: (609) 695-7100

Internet: www.njwec.org

14. Ask for a NIOSH Health Hazard Evaluation

NIOSH is the National Institute for Occupational Safety and Health. It is the federal agency that does health and safety research.

NIOSH can be asked to perform a *Health Hazard Evaluation (HHE)* at a workplace. An HHE is an on-site evaluation by health professionals who may include industrial hygienists, physicians, and epidemiologists.

HHEs are especially useful when workers are getting sick even though there appears to be no violation of OSHA or PEOSH standards.

A union or management representative or at least three workers must sign the request for an HHE. It may take several months for NIOSH to schedule an HHE because they receive many requests.

If NIOSH staff does conduct an HHE, they will issue a report with their findings and recommendations. Keep in mind, however, that the report may take a long time to be released and that NIOSH does not have the ability to enforce their recommendations.

NIOSH Health Hazard Evaluations

4676 Columbia Parkway

Cincinnati, OH 45225

Phone: (513) 841-4382

Internet: www.cdc.gov/niosh/hhe.html

Form Approved
OMB No. 0620-0102
Expires Jan 31, 2005

U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
U. S. PUBLIC HEALTH SERVICE
CENTERS FOR DISEASE CONTROL AND PREVENTION
NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH

REQUEST FOR HEALTH HAZARD EVALUATION
ESTABLISHMENT WHERE POSSIBLE HAZARD EXISTS

Company name: _____
Address: _____
City: _____ State: _____ Zip Code: _____

What product or service is produced at this workplace? _____

Specify the particular work(s), such as building or department, where the possible hazard exists: _____

How many people are exposed? _____ Duration of exposure (hour/day)? _____

What are the occupations of the exposed employees; what is the process/task? _____

Occupation: _____
Process/task: _____

Is your knowledge, has NIOSH, OSHA, MSHA, or any other government agency previously evaluated this workplace?
YES _____ NO _____

Is a similar request currently being filed with, or is the problem under investigation by any other local, state, or federal agency? YES _____ NO _____

If either question is answered yes, give the name and location of each agency: _____

Which company official is responsible for employee health and safety?
Name _____ Title: _____ Phone: _____

[Send completed form to address listed on the reverse side.]

This form is provided to assist in conducting health hazard evaluations from the U.S. Department of Health and Human Services. Public reporting burden for this collection of information is estimated to average 1 minute per response. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to: PHS Regulatory Clearance Office, ATTN: "RA" Hubert H. Humphrey Building, Room B-200, Incorporated Two, 5600 Fishers Lane, Rockville, MD 20852, or to the Office of Management and Budget, Paperwork Project (0603-0107), Washington, DC 20503. (See Statement of Authority on reverse.)

15. Protect Yourself from Discrimination

Workers attempting to improve workplace health and safety conditions may experience discrimination or retaliation from management for their health and safety activity. There are a number of legal remedies if this happens. Be cautious, however, and don't rely on legal protections to save your job. Legal remedies can be costly and time-consuming. In case of discrimination:

- Contact your union, if you have one.
- Labor laws may protect health and safety activity undertaken by workers. Contact the **National Labor Relations Board**:
 - Newark Office (Mercer and Monmouth counties and counties north of them)
Phone: (973) 645-1200
 - Philadelphia Office (Southern New Jersey)
Phone: (215) 597-7601
Internet: www.nlrb.gov
- ◆ OSHA, PEOSH, and RTK have provisions forbidding employers from firing, demoting, threatening or harassing workers exercising their rights to a safe and healthy workplace. OSHA has been able to enforce these provisions in only a small percent of cases. However, contact OSHA, PEOSH, or RTK as listed on pages 30-31.
- ◆ Under the *New Jersey Conscientious Employee Protection Act (CEPA)*, you have a right to disclose and refuse to participate in unlawful employer activity without employer retaliation. First, however, you must give written notice to your employer and give them a chance to fix the problem. Contact a lawyer to use CEPA protections.

Publications with More Information



- *You Have a Right to Disclose and Refuse to Participate in Unlawful Activity without Employer Retaliation*
- *How to Protect Yourself from Retaliation if You Need to Complain about a Dangerous Job*
- *Using Section 11(c) of the Occupational Safety and Health Act*
- *Health and Safety and the National Labor Relations Act*

New Jersey Work Environment Council

Phone: (609) 695-7100

Internet: www.njwec.org



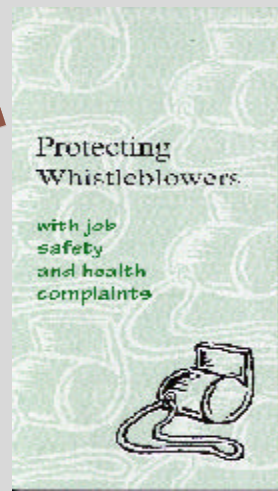
Protecting Whistleblowers with Job Safety and Health Complaints,

OSHA Publication 3164

OSHA Publications Office

Phone: (202) 693-1888

Internet: www.osha.gov, go to "News Room" heading and select "Publications." OSHA reporting forms and publications can be printed out from this site. One copy of up to five OSHA publications can be ordered from the Internet. On the publications page, select "Online Publications Order Form."



16. Seek Support

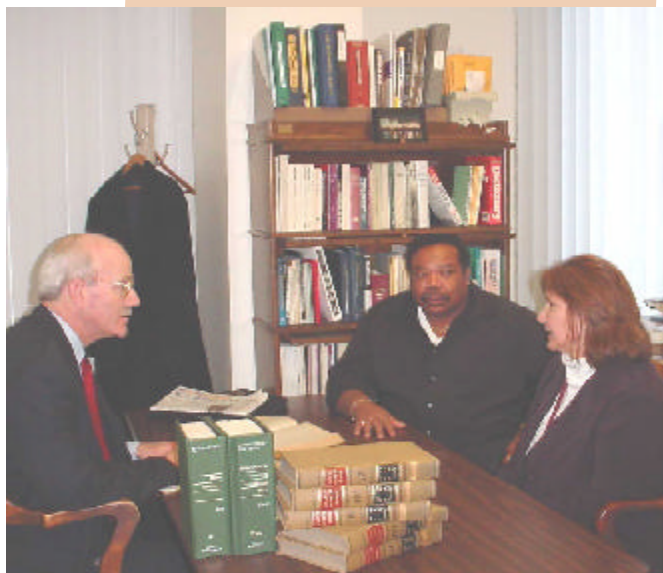
Legal Action

Employers who knowingly maintain an unsafe workplace environment may be subject to criminal investigation and prosecution. Federal and state laws covering hazardous waste, clean air, and clean water have provisions that apply to workplace health and safety. Conviction can result in appropriate penalties for workplace managers.

Workers who have knowledge of employer actions that have created or may create injury to workers can act as confidential informants. In New Jersey, such actions can be reported to the New Jersey Division of Criminal Justice, Environmental Crimes Bureau.

Phone: (609) 984-4470

Internet: www.state.nj.us/lps/dcj/ecb.htm



A Publication with More Information



Workers' Whistleblower Protection under Seven Federal Environmental Laws
New Jersey Work Environment Council

Phone: (609) 695-7100

Internet: www.njwec.org

Public Support

There are times when you may want to enlist public interest and support. If you do seek such public support, it is essential that each presentation to the public be carefully documented and prepared. You may also wish to contact City, County, State and/or Federal elected officials for information and consultation.

Don't Get Discouraged!

Sometimes it takes a long time to get people involved and health and safety problems resolved. Don't expect to clear them all up in a week! Set your priorities, but try to get some small, easy victories before you tackle the big, complex problems. That way, you can get more people working on the big problems, and you will have more experience in what to expect along the way.

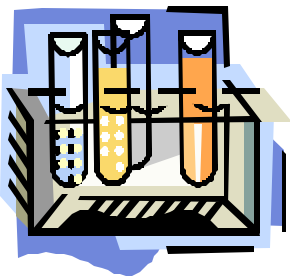
Part 3

Hazards, Controls, and Regulations Chart, page 1 of 5

Hazard	Control Measures	Applicable Regulations *
Sanitation		
Dirty, wet floors	Keep floors clean and dry	1910.22 (a)
Compressed air raises dust	Prohibit use of compressed air for cleaning purposes	1910.242(b)
Garbage clutter	Proper waste containers and disposal	1910.141 (a) (4)
Rodents, insects	- Rodent-proof construction - Least toxic extermination	1910.141 (a) (5)
Unsafe water	Potable water	1910.141 (b)
Too few toilets	Minimum number required	1910.141 (c)
Poor washing facilities	- Hot and cold running water - Soap, towels	1910.141 (d)
No change rooms	Separate storage for street and work clothing	1910.141 (e)
Eating, drinking, food storage in toilet rooms or around toxic materials	Prohibit eating in work or toilet areas. Sanitary food storage	1910.141 (g)
Recordkeeping		
Failure to post the <i>OSHA 300A Summary of Work-related Injuries and Illnesses</i>	Post the <i>OSHA 300A Summary</i> each year from February 1 to April 30	1904.32
Failure to keep injury and illness records	Keep the <i>OSHA 300 Log of Work-related Injuries and Illnesses</i> and <i>OSHA 301 Injury and Illness Incident Report</i>	1904.4
Refusing access to injury and illness records	Granting access and free copying of records within set time limits	1904.35
Destroying injury and illness records	Records must be kept for 5 years and the <i>OSHA 300 Log</i> must be updated as needed	1904.33
Emergencies		
Failure to report fatal injuries or multiple hospitalizations to OSHA	Report to OSHA within 8 hours all work-related fatal injuries or the in-patient hospitalization of three or more employees	1904.39
No employee emergency or fire prevention plans	Written employee emergency plans and fire prevention plans	1910.38
No emergency response plan	Written Emergency Response Plan	1910.120
Blocked, unmarked exits	- Clear access to exits - Exit signs	1910.37

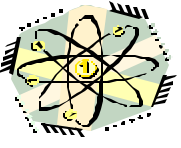
* Full versions of applicable regulations are available at the OSHA Internet Web site, www.osha.gov.

Hazards, Controls, and Regulations Chart, page 2 of 5

Hazard	Control Measures	Applicable Regulations*
Chemical Hazards		
<div> Metals Solvents Dusts Fumes Mists Vapors Gases Metal working fluids </div> 	Worker training	1910.1200
	- Substitute less toxic chemical - Isolate operation/operator	
	Proper storage	1910.106
	Proper ventilation	1910.94, 1910.107, 1910.108
	Prompt spill clean-up	1910.120
	Respiratory protective equipment	1910.134
	Gloves	1910.138
	Skin washing and barrier creams	1910.141(d)
	Protective clothing and footwear	1910.132, 1910.136
	Eye and face protection	1910.133
	Emergency eye and body wash	1910.151
	Locker, shower, and change rooms	1910.1001 to 1910.1052
	Lunchroom	1910.141(d), (e), (g)
	Measure exposure levels	1910.1000 to 1910.1052
	Measure levels on surfaces	
	Medical exams and tests	1910.1001 to 1910.1052
	Access to medical and sampling data held by employer	1910.1020
Noise and Vibration		
	<ul style="list-style-type: none"> - Earplugs and ear muffs - Hearing tests - Measure exposure levels - Enclosure of noisy machines - Damping with absorbents - Quiet rooms for breaks 	1910.95, 1926.52 (construction), 1926.101(construction)
Repetitive Motion Injuries		
<u>Muscle and tendon disorders:</u> tendonitis, rotator cuff disorder, ganglion cyst, etc. <u>Peripheral nerve disorders:</u> carpal tunnel syndrome, etc.	<ul style="list-style-type: none"> - Job analysis - Job re-design to work in good posture, work at proper height, keep everything in easy reach - Reduce excessive repetition - Ergonomic tools - Padding for handgrips - Ergonomic chairs - Sit to stand workstations - Height-adjustable work-surfaces - Anti-fatigue standing mats - Move, exercise, stretch 	General Duty Clause



* Full versions of applicable regulations are available at the OSHA Internet Web site, www.osha.gov.

Hazards, Controls, and Regulations Chart, page 3 of 5

Hazard	Control Measures	Applicable Regulations*
Extreme Cold		
	<ul style="list-style-type: none"> - Warm shelters - Reduce air movement - Stay dry 	General Duty Clause
	Loose-fitting, layered protective clothing for head, body, hands, feet	1910.132, 1910.136
Extreme Heat		
	<ul style="list-style-type: none"> - Isolate, insulate, enclose hot equipment - Cool rest areas - Fans and air conditioning 	General Duty Clause
	- Loose-fitting clothing, aluminized clothing	1910.132
Cold or Heat		
	<ul style="list-style-type: none"> - Measure exposure levels - Alternate work-rest periods - Eat, drink, and rest well - Buddy system - Medical check-ups 	General Duty Clause
	Proper medical treatment	1910.151
Communicable Diseases		
Tuberculosis (TB) HIV/AIDS Hepatitis B Hepatitis C	Biological safety cabinets	General Duty Clause
	<ul style="list-style-type: none"> - Universal precautions - Immunization 	1910.1030
	Warning signs and labels	1910.145 (e)(4) and (f)(8)
Ionizing Radiation		
Radioisotopes X-rays Alpha Beta Gamma Neutrons 	<ul style="list-style-type: none"> - Isolation of process - Limited exposure time - Increased distance from source - Block and shield - Measure exposure levels - Film badge/dosimetry 	General Duty Clause, 1910.1096, 1926.53
Electromagnetic Radiation		
Ultraviolet Visible-lasers Infrared (IR) Microwave Radiofrequency (RF) Radar Cell phone Short wave Power transmission	<ul style="list-style-type: none"> - Isolation of process - Limited exposure time - Increased distance from source - Measure exposure levels - Block and shield 	General Duty Clause 1910.97 1926.54 (construction) 1910.268
	Protective clothing	1910.132

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Hazards, Controls, and Regulations Chart, page 4 of 5

Hazard	Control Measures	Applicable Regulations*
Poor Indoor Air Quality		N.J.A.C.12:100-13 (PEOSH Indoor Air Quality Standard)
Lack of fresh air	<ul style="list-style-type: none"> - Good central ventilation system design, operation, and maintenance. - Air should circulate to all occupied areas. - Drafts should be eliminated. - Windows, doors, vents should be in operable condition. 	General Duty Clause 
Chemical contamination	<ul style="list-style-type: none"> - Reduce use of chemicals. Use least toxic formulations. - Special exhaust ventilation in areas where chemicals are used. 	
Biological contamination (mold, fungus)	<ul style="list-style-type: none"> - Promptly repair water leaks (roof, plumbing, foundation, etc.) - Keep relative humidity below 60% in occupied spaces and inside ventilation systems. - Remove, dry and clean damp or wet materials (carpet, ceiling tiles, etc.). Discard those that have been damp for more than 48 hours. - Good drainage underneath air conditioner cooling coils. 	
Renovations and construction	Isolate renovation areas and confine dust and debris to the area.	
Temperatures outside the recommended range of 68 to 79 degrees Fahrenheit	<ul style="list-style-type: none"> - Promptly repair ventilation system. - Louvered blinds/shades and solar/reflective film on windows. - Portable fans and/or heaters. - More frequent breaks. 	

* Full versions of applicable regulations are available at the OSHA Internet Web site, www.osha.gov.

Hazards, Controls, and Regulations Chart, page 5 of 5

Hazard	Control Measures	Applicable Regulations*
<i>Stress</i>		
<u><i>Physical environment:</i></u> <ul style="list-style-type: none"> - Noise - Overcrowding - Inadequate lighting 	<ul style="list-style-type: none"> - Noise control enclosures on noisy equipment 	<ul style="list-style-type: none"> - 1910.95 - 1926.52 (construction) - 1926.101 (construction) - General Duty Clause
<u><i>Job design:</i></u> <ul style="list-style-type: none"> - Fast pace - Heavy workload; deadlines - Little task variety - Isolation from coworkers 	<ul style="list-style-type: none"> - Stress Management workshops - Physical exercise - Keep a journal of your experiences - Professional counseling 	
<u><i>Worker-Manager relations:</i></u> <ul style="list-style-type: none"> - Unrealistic demands without adequate support - Little say over decisions - Limited chance to use skills - Excessive supervision - Lack of job security - Lack of advancement and opportunities - Poor communication and supervision - Lack of training 	Health and Safety Committee discussions	



* Full versions of applicable regulations are available at the OSHA Internet Web site, www.osha.gov.

Work-Related Health Problem(s) Survey

Name (optional) _____ Date _____

Job Title _____ Work Area _____

Date began this job ____/____/____ Hours of work ____ start time ____ end time
month year

1. Have you had any health problem(s) that you feel may have been caused or made worse by your job?

Symptoms of health problems may include but are not limited to: irritation of the eyes, nose, or throat; hoarseness or change in voice; cough, shortness of breath; burning, heaviness, tightness in the chest; skin irritation, itching, redness, rash; chills, indigestion, nausea, vomiting; weight loss; headaches, light-headedness, fainting, confusion, fatigue, drowsiness, reduced memory; muscle weakness, poor coordination, numbness, pins-and-needles feeling, tremors, seizures; swelling, pain or discomfort in a part of the body.

☐ Yes ☐ No

If you answered "Yes", go on to Questions 2 to 10. If "No", stop here.

2. Please describe your health problem(s).

3. When did the problem(s) begin or begin to get worse?

____/____/____
month year

4. Do the problem(s) get better during:

Daily non-work time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Days off	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Longer vacations	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. Have you received medical treatment for any of these health problem(s)?

☐ No

☐ Yes, from the employer's health care provider

Times in past year _____ Diagnosis _____

☐ Yes, from my own personal health care provider

Times in past year _____ Diagnosis _____

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Work-Related Health Problem(s) Survey (continued)

6. How many days away from work have you lost in the past year because of these health problem(s)? _____
7. How many days in the past year were you on restricted or light duty because of these health problem(s)? _____
8. Have you filed for Workers Compensation for any of these health problem(s)?
☐ No
☐ Yes Problem _____ Outcome _____
9. What do you think is causing your health problem(s)?
10. What do you think would improve your health problem(s)?

New Jersey Department of Health and Senior Services
Occupational Health Service
PO Box 360, Trenton, NJ 08625-0360

OCCUPATIONAL DISEASE AND
INJURY REPORT FOR PHYSICIANS

INSTRUCTIONS: In accordance with N.J.A.C. 8:57-3.2, physicians must report any patient who is ill or diagnosed with any disease or injury listed below within 30 days after the disease or injury has been diagnosed or treated. In addition, suspect cases or patients with other occupational diseases may be reported. All information **MUST** be completed. Mail **complete** report to above address or fax to (609) 292-5677. Additional information, report forms, or business reply envelopes may be obtained from the above address, or by calling (609) 984-1863.

PATIENT INFORMATION			
Name of Patient (Print) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (First) (MI) (Last) </div>		Date of Birth	Age (if DCB Unavailable)
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Am. Ind./Alask. Nat. <input type="checkbox"/> Asian/Pac. Isl. <input type="checkbox"/> Other		Hispanic Origin <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Street Address		Home Telephone Number ()	
City	State	Zip Code	
		Social Security Number - -	
DIAGNOSTIC INFORMATION			
Diagnosis <input type="checkbox"/> Occupational Asthma <input type="checkbox"/> Silicosis <input type="checkbox"/> Asbestosis <input type="checkbox"/> Pneumoconiosis, Other and Unspecified <input type="checkbox"/> Extrinsic Allergic Alveolitis <input type="checkbox"/> Pesticide Toxicity <input type="checkbox"/> Lead Toxicity, Adult (Blood > 25 ug/dl; Urine > 80 ug/L) If Lead Toxicity: Blood = _____ ug/dl Urine = _____ ug/L <input type="checkbox"/> Other Occupational Disease-Specify: _____		<input type="checkbox"/> Carpal Tunnel Syndrome <input type="checkbox"/> Poisoning Caused by Known or Suspected Occupational Exposure <input type="checkbox"/> Work-Related Injuries in Children (under age 18) <input type="checkbox"/> Work-Related Fatal Injuries <input type="checkbox"/> Occupational Dermatitis <input type="checkbox"/> Arsenic Toxicity, Adult (Blood ≥ .07 ug/ml; Urine ≥ 100 ug/L) If Arsenic Toxicity: Blood = _____ ug/ml Urine = _____ ug/L <input type="checkbox"/> Mercury Toxicity, Adult (Blood ≥ 2.8 ug/dl; Urine ≥ 20 ug/L) If Mercury Toxicity: Blood = _____ ug/dl Urine = _____ ug/L <input type="checkbox"/> Cadmium Toxicity, Adult (Blood ≥ 5 ug/L whole blood; Urine ≥ 3 ug/gram creatinine) If Cadmium Toxicity: Blood = _____ ug/L whole blood Urine = _____ ug/gram creatinine	
		Date of Onset of Illness <div style="border: 1px solid black; padding: 5px; text-align: center;"> ____ / ____ / ____ </div>	
Name and Address of Laboratory Which Performed the Testing, If Applicable Laboratory Name _____ Street Address _____ City _____ State _____ Zip _____			
PLACE OF EXPOSURE / INJURY			
Company Where Exposure/Injury Occurred Name _____ Street Address _____ Phone No. _____ City _____ State _____ Zip _____			
Patient's Years of Employment At Place of Exposure/Injury From (Year): _____ To (Year): _____		Job Title or Type of Work Performed by Patient _____	
Patient's Department or Work Location _____			
PHYSICIAN INFORMATION			
Name of Physician (Print)		Telephone Number ()	
Address Facility Name _____ Street Address _____ City _____ State _____ Zip _____			
Indicate Any Reasons Why The Patient Should <u>NOT</u> be Contacted _____		Comments by Physician, If Any _____	

Occupational Health Service
New Jersey Department of Health and Senior Services
EDUCATIONAL MATERIALS
ORDER FORM

Single copies of the following educational materials and resources are available free of charge from the New Jersey Department of Health and Senior Services (NJDHSS). Check off the ones you want and write your name and address below. Mail to: Occupational Health Service, NJDHSS, PO Box 360, Trenton, NJ 08625-0360. We have other materials and videos available that couldn't be listed here, so call us at (609) 984-1863 if you want more information. Most of the publications listed below are also available on our Internet Web site at: www.state.nj.us/health/eoh/odisweb. Follow the link to the Publications. *You can also submit your request electronically using the online order form and access our most updated listing.*

Occupational Health Surveillance

General

- ☐ A Workers' Guide to the New Jersey Workers' Compensation Law
- ☐ Asbestos Disease: Medical and Legal Facts For Employees 1
- ☐ Controlling Chemical Exposure - Industrial Hygiene Fact Sheets
- ☐ Don't Get Hurt Working Around Sanitation Trucks 1
- ☐ Glutaraldehyde: Guidelines for Safe Use and Handling in Health Care Facilities
- ☐ Guidelines - Management of Natural Rubber Latex Allergy/Selecting the Right Glove for the Right Task in Health Care Facilities
- ☐ How to Make your Job Healthier
- ☐ Latex Allergy - A Guide to Prevention
- ☐ Occupational Health and Funeral Homes
- ☐ Occupational Health Surveillance Program Brochure
- ☐ Physicians in New Jersey Specializing in Occupational & Environmental Illness
- ☐ Ventilation of Funeral Home Preparation Rooms - Guidelines and Calculations
- ☐ What is Fatality Assessment and Control Evaluation About...
- ☐ Working Safely in the Cold

Lead

- ☐ Don't Take Lead Dust Home from Work! (English/Spanish)
- ☐ Lead Exposure in General Industry series (#1-5)
- ☐ Medical Surveillance Program for Employees Exposed to Lead
- ☐ What *Physicians* Need to Know about Occupational Lead Exposure
- ☐ What *Workers* Need to Know about Occupational Lead Exposure

Mercury

- ☐ Controlling Metallic Mercury Exposure in the Workplace - A Guide for Employers
- ☐ Guidelines for the Safe Clean-up of Mercury Spilled in the Home
- ☐ Your Mercury Exposure

Silica

- ☐ List of NIOSH Certified B-readers in New Jersey
- ☐ Silicosis and your Health 1
- ☐ Silicosis Resources
- ☐ What *Dental Technicians* Need to Know about Silicosis
- ☐ What *Physicians* Need to Know about Silicosis

Right to Know

- ☐ A Resource Guide for Right to Know Training
- ☐ Description of a Hazardous Substance Fact Sheet 1
- ☐ Developing a Right to Know Training Program
- ☐ List and Description of Occupational Health and Safety Videos Available for Lending to Public Employers
- ☐ List of Available Hazardous Substance Fact Sheets
- ☐ New Jersey Right to Know Act
- ☐ Private Sector Employers - Major Provisions of Right to Know Labeling
- ☐ Public Employers - Major Provisions of Right to Know Labeling
- ☐ Requirements for Right to Know Education and Training
- ☐ Right to Know Hazardous Substance List
- ☐ Right to Know Poster 1
- ☐ Right to Know Regulations
- ☐ You Have the Right to Know about Hazardous Substances in your Workplace and Community 1

(OVER)

Public Employees Occupational Safety and Health

Information Bulletins

- ☐ Asbestos
- ☐ Asbestos in Construction
- ☐ Bloodborne Pathogens
- ☐ Common Hazards in Public Schools
- ☐ Control of Health Hazards Associated with Bird and Bat Droppings
- ☐ Cumulative Trauma Disorders in Office Workers
- ☐ Diesel Exhaust in Fire Stations
- ☐ Effect of Facial Hair on Respirator Facepiece Fit
- ☐ Emergency Eyewashes and Showers
- ☐ Facts about Lead Paint Hazards for Public Employees
- ☐ Facts about Respiratory Protection for Public Employees
- ☐ Hazardous Materials Regulations for New Jersey Emergency Responders
- ☐ Indoor Air Quality
- ☐ Indoor Air Quality Standard
- ☐ Indoor Bioaerosols
- ☐ Joint Labor/Management Safety and Health Committees
- ☐ Laboratory Standard
- ☐ Lead Exposure in Construction series (#1-6)
- ☐ Occupational Safety and Health Issues for Workers with Disabilities
- ☐ Outdoor Work Health Hazards
- ☐ PEOSH Policy on Building Renovation
- ☐ PEOSH Policy on Single-Use Respirators
- ☐ PEOSH Program
- ☐ Personal Protective Equipment
- ☐ Polychlorinated Biphenyls in Fluorescent Light Ballasts
- ☐ Sewerage Treatment Plant Health Hazards

Model Programs

- ☐ Coordinated Worker Protection Emergency Response Plan
- ☐ Employer Guide and Model Exposure Control Plan
- ☐ Fixed Facility Worker Protection Emergency Response Plan
- ☐ Guide to Effective Joint Labor/Management Safety and Health Committees
- ☐ Guidelines for the Emergency Management of Firefighters
- ☐ Guidelines for Occupational Safety and Health Programs
- ☐ Guidelines for Video Display Terminals
- ☐ Indoor Air Quality Model Program
- ☐ Model Fire Department Respiratory Protection Program
- ☐ Model Tuberculosis Infection Control Program
- ☐ Model Written Chemical Hygiene Plan
- ☐ Respiratory Protection Model Program
- ☐ Requirements for Preventing Occupational Exposure to Tuberculosis

Other Publications

- ☐ PEOSH Program Brochure
- ☐ PEOSH Training and Publications Catalog

o Also available in Spanish - circle the "1" to request

Name _____

Organization _____

Street Address _____

City _____

State _____

Zip Code _____

**Mail to Occupational Health Service, NJDHSS, PO Box 360, Trenton, NJ 08625-0360
or fax your request to (609) 292-5677**

